

S-E-C-R-E-T
CONFIDENTIAL

14 November 1957

MEMORANDUM FOR: Director of Training

25X1

FROM : Deputy Chief, Plans and Policy Staff

SUBJECT : Weekly Activities

A. COMPLETED PROJECTS

W 1. Survey of Non-OTR Training

The survey of approved non-OTR training in the Office of the Cable Secretariat has been completed.

B. PROJECTS IN PROCESS

W 1. Survey of Non-OTR Training

Arrangements are being made for a survey of the approved non-OTR training now being conducted by the Medical Staff.

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2. Review of

The staff review of CIA Regulation is nearing completion.

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3. Requirement for Administrative Procedures Course

C/IS and DC/PPS have discussed the question of making the Administrative Procedures a required course for clerical employees before they are assigned to the various Divisions.

Prior to presenting such a program change to the Personnel and Security Offices, the problem will be discussed with DDTR.

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4. PP Course

Initial discussions were held by regarding the substantive content of a proposed new PP seminar type course.

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SUBJECT: Weekly Activities Report #46

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C. PERSONNEL

1. [] has replaced [] as 25X1
Deputy to the DTR on DD/P Materiel Board matters.
2. [] is on military leave and will return to duty 16
November.

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